Will facilities be required to use NetDMR?

KY DOW currently plans to require all facilities to use NetDMR by January 2014. U.S. EPA is currently in the process of proposing rules that would make electronic reporting mandatory for DMR submittal for some facilities as early as January 2014.

Is my facility eligible to use NetDMR?

Any facility with an Individual or General NPDES Permit that is currently required to submit paper DMRs to KY DOW can apply to submit electronic DMRs.

At the NetDMR test or live website the user can check to make sure their NPDES permit ID is valid for NetDMR submittal by clicking on the "Checking your Permit ID" hyperlink, entering their NPDES number and then clicking on the "CheckPermitID" button. If the resulting answer says the permit number is not valid, make sure that the permit ID was entered correctly. Contact netdmr@ky.gov if you have questions.

What are the NetDMR web addresses for the test and live sites?

- NetDMR Test Site
- NetDMR Live Site

What are the benefits of NetDMR?

- Reduces paperwork burden
- Assists with DMR data quality by automatically checking for certain violations prior to submission to the U.S. EPA database.
- Improves timeliness and accessibility of DMR data
- Provides instant confirmation of submission
- Allows for fast revisions of DMR data that can be submitted electronically
- Allows the attachment of KY DOW approved supplemental documents

What Security information will I need to manage in NetDMR?

- User Name
- Password
- Security Questions

Make sure you remember the email address you are using for NetDMR, your NetDMR User Name and Password for logging onto NetDMR and also the answers to the five security questions: they are case sensitive. You will need this information not only to logon to NetDMR but also to submit DMRs for processing, so please record this information in a secure location.

Your password will need to be changed every 6 months. After this time has expired, you will be required to create a new password. You will not need to create a new account, you will just be

asked to create a new password by entering the current password and then choosing a new password.

What if I forget my Password or Login ID?

On the initial login screen there is an option that once clicked will send an automated email to KY DOW requesting the password or Login ID. (You will be asked to answer one of your security questions to receive the information via your email address.) Alternatively, you may contact the individuals listed on the NetDMR webpage via phone or email.

Do Kentucky state forms (MMRs/MROs) still need to be submitted?

Yes. The corresponding state forms still need to be submitted as per permit requirements to the proper agency.

Can I submit other documents besides the MMR/MRO with the NetDMR?

Yes. NetDMR will allow up to 20 MB of attachments per submittal. Any explanation of permit noncompliance (including permit limit exceedences, missed samples or reduced frequency of analysis) should be saved as a pdf document and attached to the NetDMR.

Note: KY DOW is not responsible for responding to any documents attached to the NetDMR.

Do I still need to keep paper copies of NetDMRs?

At this time, yes. This policy is under review by KY DOW.

How do I report "No Discharge" data or reasons no sampling was conducted, in NetDMR?

NetDMR will provide a list of NODI (no data indicated) codes from which you can choose, when there is no NPDES data to report. Some of these codes will eventually generate a violation in the EPA database while others will not. For example if an outfall had no discharge for the monitoring period the NetDMR user can enter "No Discharge" (NODI code "C") for that outfall's entire DMR and it will not generate a violation in the EPA database.

Whenever a NODI code is used instead of measurement data, the NetDMR submitter should place a comment in the comment section of the NetDMR to explain why no data was entered. For example, if no flow was measured due to a flow meter problem, the user could use NODI "G" on the parameter line and then explain on the comment box that the flow meter was being fixed after lightning hit.

As with measured data, the NetDMR user will be responsible for the correct reporting and use of the No Data Indicated (NODI) codes when no data is reported.

Instead of completing each individual blank of the NetDMR for my facility's required DMR data each monitoring period, can I simply import my data into NetDMR, using an approved format?

Yes. You may download the template(s) for uploading DMR data at http://water.ky.gov/permitting/Pages/netDMRInformation.aspx. There are two files, *Download Excel Import Template for NODI DMRs* is for DMRs where all parameters are a NODI code, *and Download Excel Template for DMRs with Analytical Data* is for DMRs with results or combination of results and NODI codes.

What items should I check when submitting electronic DMR data in NetDMR?

Please complete all the blanks for all parameters listed on the NetDMR screen. All NPDES permitted monitoring requirements should contain monitoring results or one of the no discharge codes to explain the reason a monitoring result is not reported.

The NetDMR system will allows users to sign and electronically submit DMR documents that have blank required fields; however you will receive a soft error and have to acknowledge that you intentionally left the parameter blank. Upon NetDMR submittal, the NetDMR data is immediately imported into the U.S. EPA database.

The U.S. EPA database will flag the limit violations and missing data after the NetDMR is submitted, which will be visible at the ECHO (Environmental Compliance History Online) website within 2 months of the NetDMR submittal. The reporting violation and permit noncompliance status in the EPA database will continue until the non-reported information is received by NetDMR.

Am I allowed to use different Reporting Units than those in my permit?

NetDMR will automatically generate the required units based on your individual permit. If you deviate from your permit you will need to alter the appropriate column to reflect the method you used.

How do I Report Monitoring Results Below the Level of Detection?

Monitoring results below the level of detection (BMDL) can be reported in NetDMR as either NODI = B or < *result* **(preferred)**.

How do I report Monthly Average on a DMR form when I only take one sample?

If your NPDES permit requires you to sample one time during the monitoring period (monthly, quarterly, semiannual, annual) and no other samples are collected for that parameter/monitoring period, the single sample result needs to be reported for both of the Monthly Average and weekly Maximum/Daily Maximum for that parameter, if both are required.

How do I locate my NetDMR for Quarterly, Semiannual, and Annual reporting?

Typically, Quarterly reporting can be found on the last month of a calendar quarter (March, June, September, December); Semiannual reporting can be found on the last month of a six-month calendar period (June, December) and Annual reporting can be found on the last month of the calendar year, December. Please contact KY DEP NetDMR (netdmr@ky.gov) if you have questions about this.

Can I submit a revised NetDMR?

Yes, by opening the submitted NetDMR for a particular monitoring period, the NetDMR user can pull up the originally submitted DMR, make changes and submit as a Revised NetDMR.

How do I request signature authority in NetDMR?

A request for the signatory role will require submission of a subscriber agreement within the live/production side of NetDMR. The applicant must agree to its terms and conditions and then print, sign, and mail the form to KY DOW before the NetDMR application can be fully accessed.

Note: Until the first signatory role is approved for a permit, no other roles can be requested for the permit (this is true for both NetDMR test and NetDMR live).

Do I need to notify someone or submit anything when there is a change in signatory authority?

The new signatory will need to create a new account in NetDMR and submit a new Subscriber Agreement. Also, the new Signatory should send an email to KY DEP NetDMR (netdmr@ky.gov) to let KY DOW know. Upon completion of the registration process and approval from KY DOW, the new signatory will be able to electronically sign the NetDMR.

How do I view or extract the NetDMR data to print it?

These are the steps to view and print a NetDMR Copy of Record (COR) or submission:

Either download the copy of record from NetDMR or move the Copy of Record (COR) from your confirmation email. It will be a zip file containing the submitted monitoring results, attachments, an electronic signature and a submission receipt. The file will be named something similar to "KYG840000_001-1_10_31_2012_10_29_2010_1347980084947_1.zip".

You may want to create a folder on your desktop to move or copy the COR zip file to. To create a folder (right click on an area of your desktop and select "New"=>"Folder", change the name to NetDMR).

Download from NetDMR or move or copy the NetDMR COR "KYG840000_001-1_10_31_2012_10_29_2010_1347980084947_1.zip" into your new folder. Once the COR file has been placed into the new folder double click the folder to open the folder and view the files

inside. Double click on the COR file to open it. Depending on the number of attachments you should now see several files. The file with the name "dmrSubmission.xml" contains your DMR monitoring results. The file with the name "DishchargeMonitoringReport.xsl" is a style sheet, you may have to double click on it before the "dmrSubmission.xml" will open properly.

To view your DMR submission, double click on the file "dmrSubmission.xml". Your web browser will open and display what appears to be a copy of the NetDMR data entry screen with all of your monitoring results for the permitted feature (outfall) for the month. From here you can print the copy of record to your local printer or save it as a pdf file. It is best to orient the NetDMR page to "Landscape" (instead of "Portrait") so that the font will not be too small, prior to printing it.

Computer System Requirements

NetDMR is a web based system and requires Internet and a web browser for a facility to gain access. NetDMR requires the following:

- Internet Access Requirements: High-speed access to the Internet, such as DSL, cable-modem, T1, or partial T1
- Hardware Requirements: Minimum Pentium III processor and 128 megabytes of RAM
- Browser Minimum Requirements: Microsoft Internet Explorer Version 6.X or Firefox 2.X, with Cookies and Javascript enabled
- Screen Resolution Requirements: 1024 x 768